Data Recovery: Best Practices

It is not a matter of *if*, but **when**…

Lightning will strike; the creek will rise; computer hard drives will crash. All of your data is irreparably gone.

Nearly every week, one of our customers calls in with a data loss disaster. Luckily, most of those companies have a recent backup of their data. Our MEP Client Services Representatives walk the customer through a recovery process and then there is a "Hollywood ending." *But not always.* Sometimes someone loses all of their data. How do you prevent this disaster from happening to your company?

Preparation and Planning

The answer is **preparation**. Risk analysis is key.

- How much financial loss would you incur if tomorrow your data disappeared?
- Are you on a flood plain or in an earthquake zone?

Next, you have to plan, step-by-step, what you will do if disaster strikes. For instance, if there is a fire at your office you need to know:

- Where you will obtain your replacement computers and other hardware?
- How you will get your backed up data onto those new machines?
- Where will your temporary office be located?

and

- Where is the offsite storage location of your important data?

Backup Your Data

Trimble recommends that you backup your data on a regular basis. If you are unsure how to backup your data, refer to the online help or contact one of our MEP Client Services Representatives for more information.

Test Your Plan!

The last step is the hardest: You need to test your plan.

- Get a replacement machine and restore your backed up data.
- Can you successfully access that data?
- Is all of the expected data present in your replacement system?

Note: If you have an IT group, a disaster recovery plan may already be in place. Talk to them about it. If you don't have such a plan, consider making one. This may just allow you to experience that Hollywood ending - *when* disaster strikes.

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